

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
QMS Manual				
Quality System Training HCP				
Functional Initiatives Approval HCP				
Corrective and Preventive Action System HCP				
Internal Quality Audits HCP				
Data and Document Control HCP				
Associate Deputy Administrator--Code AI (4 HOWIs)				
Management of Capital Investment Council Meetings				
Management of Senior Management Council Meetings				
Management of Quality Council Meetings				
Management of Integrated Financial Management Steering Council Meetings				
Chief Engineer--Code AE (1 FLP, 3 HOWIs)				
Functional Leadership Plan				
Lead and Manage PAPAC Process				
Manage Chief Engineer's Councils				
Manage Programs and Budgets				
Chief Health and Medical Officer --Code AM (2 HOWIs)				
Agency Medical and Guidance Formulation				
Agency Occupational Health Policy and Guidance Formulation and Oversight				
Chief Information Officer--Code AO (1 FLP, 3 HOWIs)				
Functional Leadership Plan				
Management of Information Technology Architecture and Standards				
Information Technology Policy Formulation Process				
Information Technology Capital Investment Development Process				
NASA Chief Scientist--Code AS (1 FLP, 2 HOWIs)				
Functional Leadership Plan				
Management of NASA Science Council Meetings				
Develop and Integrate NASA Cross Enterprise Science Activities				
Chief Financial Officer--Code B (1 FLP, 6 HOWIs)				
Functional Leadership Plan				
Budget and Performance Plan Formulation		HQ Product Owner	HQ Product Owner	
Budget Execution				
Performance Plan Update and Reporting		HQ Product Owner		
Annual Accountability Report Process				
Agency Financial Management Policy Formulation				
Manage the Chief Financial Officer Council Meetings				
HQ Operations--Code C (1 FLP, 11 HOWIs)				
Functional Leadership Plan				
Code C Support Services Contract Management				
Memorandum of Agreement Process				
Equal Opportunity Pre-Complaint Process				

CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov/> (internal) or
<http://www.hq.nasa.gov/hqiso9000/library.htm> (external).
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Cont')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
Multi-Cultural/Diversity Education				
HQ Budget Formulation				
HQ Budget Execution				
HQ Facilities, Security and Administrative Services				
HQ Policy Formulation and Approval				
Correspondence Management				
Recruitment				
Human Resources Services				
Equal Opportunity Programs—Code E (1 FLP, 8 HOWIs)				
Functional Leadership Plan				
Policy Formulation and Approval				
Operational Budget Formulation and Approval				
Affirmative Employment Program (AEP) Planning and Approval				
Accomplishments Reports Preparation and Approval				
OEOP Conference Selection and Implementation				
Budget Formulation and Execution				
Solicitation Development, Proposal Peer Review, Selection and Award Process				
Evaluation and Reporting				
Human Resources and Education—Code F (1 FLP, 7 HOWIs)				
Functional Leadership Plan				
Formulation, Analysis, and Implementation of Agencywide Training Policy				
Agency Research & Program Management (R&PM) Budget Formulation				
Agency Research & Program Management (R&PM) Budget Execution				
Agency Policy Formulation and Approval				
Budget Formulation and Advocacy, and Execution for the NASA Education Program				
NASA's Education Program—Contracts and Grants				
Program Review Using NASA's Education Program Data Collection and Evaluation System (EDCATS)				
General Counsel—Code G (1 FLP, 3 HOWIs)				
Functional Leadership Plan				
Rendering Legal Advice				
Processing Legislative Proposals for Incorporation into the NASA Authorization Bill				
Process to Evaluate Candidates to License NASA Technologies and Negotiate Licenses				
Procurement—Code H (1 FLP, 4 HOWIs)				
Functional Leadership Plan				
Develop and Implement Initiative				
Review and Approve Documents				
Procurement Management Survey Process				
Develop and Publish Regulations and Guidance				

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Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Cont')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
External Relations--Code I (1 FLP, 11 HOWIs)				
Functional Leadership Plan				
Formulation and Approval of International Space Act Agreements				
Support of NASA Research Opportunities				
Organization and Support for Administrator Foreign Travel				
Foreign Office Travel Notifications				
Approval Process for NASA Participants in NATO Research and Technology Organization Activities				
Assignment/Extension of Military Detailees to NASA				
Recommendations for Military Decorations for Military Detailees to NASA				
Obtaining Export Licenses for NASA				
Foreign National Visit Procedures				
Obtaining Diplomatic Clearance for NASA Research Aircraft and Scientific Balloon Campaigns				
Organization and Support of Administrator's Meetings with Foreign Visitors				
Management Systems--Code J (1 FLP, 10 HOWIs)				
Functional Leadership Plan				
Policy Formulation Process				
Agreement Formulation Process				
Management Report Preparation				
Functional Oversight Process				
Agency Directives Management Process				
Audit Management Process				
Sensitive Compartmented Information Program Management Process				
Aircraft Acquisition and Disposal Process				
Construction of Facilities Budget Formulation and Execution				
Environmental Compliance and Restoration Budget Formulation and Execution				
Small and Disadvantaged Business Utilization--Code K (1 FLP, 4 HOWIs)				
Functional Leadership Plan				
Policy Formulation				
The Goaling Process				
Outreach				
Advocacy				
Legislative Affairs--Code L (1 FLP, 7 HOWIs)				
Functional Leadership Plan				
Congressional Hearing Preparation				
Preparation of Congressional Briefings				
Responding to Congressional Correspondence				
Post-Hearing Activities				
Comments on Proposed Legislation				
Identification of and Response to Congressional Reporting Requirements				

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Cont')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
Preparation of Initial NASA Operating Plan for Submission to Congress				
Space Flight--Code M (1 Enter. Strat. Plan, 19 HOWIs)				
Enterprise Strategic Plan				
HEDS Strategic Plan Process				
Code-M Budget Formulation (Advocacy Process)				
Code M Funds Control Process				
Code-M Space Operations Shuttle Requirements and Assessment Process				
Code-M Space Development Requirements, Definition and Assessment Process				
Code-M Internal Directives Development Process				
Code-M External Directives Development Process				
Code-M Congressional Support Process				
Code-M Shuttle Payload Manifest Process				
Expendable Launch Vehicle (ELV) Manifest Process				
Code M DOD Secondary Payload Reimbursable Process				
Code-M HEDS Exploration Technology Process				
Code-M Customer/Space Communications Requirements Services Process				
Code M Spectrum Management/Regulatory Policy Process				
NASA/DOD GPS Coordination Process				
Space Data Systems Standards Services Process				
Code M Traffic Model Planning Process for the International Space Station				
Code-M Correspondence and Action Tracking Process				
Code M Process for Approval and Implementation for Outreach and Educational Systems				
Public Affairs--Code P (1 FLP, 11 HOWIs)				
Functional Leadership Plan				
Perform News Gathering, Encapsulation and Distribution				
Monitor and Adopt Emerging Technology				
Determine Public Affairs Requirements for Products and Services				
Develop TV Programming				
Plan/Conduct Guest Operations, Protocol, Special Events and Initiatives				
Protect Trademark and Corporate Identity				
Manage Exhibits Program				
Coordinate Astronaut Appearances and Speakers Bureau				
Respond to Freedom of Information and Public Inquires				
Manage Art Program				

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Cont')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
Plan/Implement Protocol at Launches, Landings, and Other Special Events				
Safety and Mission Assurance--Code Q (1 FLP, 24HOWIs)				
Functional Leadership Plan				
Develop and Maintain OSMA HOWIs				
Development and Maintenance of SMA Requirements Documents				
Safety Variances				
Development and Utilization of Annual Operating Agreements				
Manage SMA Process Verifications				
Process-Based Mission Assurance Process				
Perform Executive Secretary for HEDS Assurance Board				
Coordinating SMA Participation in the Shuttle CoFR Process				
Coordinating SMA Participation in the ISS CoFr Process				
Perform OSMA's SMA Insight/Oversight of ELV Launches				
Coordinate Nuclear Launch Safety Approval (NLSA) Process				
Manage NASA's Emergency Response				
OSMA Management of NSRS				
Administer QASAR Award Program				
Administer George M. Low Award				
Appoint New ASAP Members				
ASAP Annual Reports				
Manage OSMA Use of HATS				
Manage OSMA Support Contractor Task Orders				
Provide OSMA Input to JPL Award Fee				
OSMA Budget Execution				
Issuance of Resources Authority to Centers				
OSMA Budget Reprogramming Process				
Manage Emergency Operations Center (Shuttle)				
Aerospace Technology--Code R (1 Enter. Strat. Plan, 23 HOWIs)				
Enterprise Strategic Plan				
Enterprise/IPO Budget Formulation				
Enterprise Budget Execution				
HQ Operations Budget Development				
HQ Operations Budget Administration				
Agency Policy Formulation and Approval				
Program/Project Formulation and Approval				
Program Evaluation				
Enterprise/IPO Contingency Planning				
Facility Investment Planning				
Review of Center Implementation Plans				
Enterprise Strategic Planning				

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Cont')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
Performance Assessment/Investment Strategy				
Review of International Agreements				
Review of Interagency Agreements				
Advocacy, Outreach, and External Communications				
IG/GAO Audit Liaison				
Update Technology Investment Plan				
Develop Technology Investment Portfolio				
Maintain NASA Technology Inventory Data Base				
Manage Advisory Committee				
Inventions and Contributions Board				
Staff Operations and Procedures				
NASA Software of the Year				
Competition Operations and Procedures				
Congressional Liaison				
Space Science--Code S (1 Enter. Strat. Plan, 18 HOWIs)				
Enterprise Strategic Plan				
Strategic Planning				
Performance Planning				
Performance Assessment and Reporting				
Code SB Processing of HATS Action Items to the Associate Administrator for Space Science				
Program Plan Development				
Develop or Update Program Commitment Agreement (PCA)				
Program/Project Assessment				
Launch Preparation Activities				
Competing and Awarding Prime Contract for JPL Operations				
Evaluating, Approving, and Authorizing Award Fee on Prime Contract for JPL Operations				
Budget Formulation				
Budget Justification				
Budget Implementation--Operating Plan				
Budget Implementation--Cost Phasing Plan				
NASA Research Announcement (NRA) for R&A Investigations				
Announcement of Opportunity (AO) for Space Flight Missions				
JPL Direct Task Order Award				
JPL Reimbursable Task Order Award				
Biological and Physical Research--Code U (1 Enter. Strat. Plan, 11 HOWIs)				
Enterprise Strategic Plan				
Research, Solicitation, Evaluation, and Selection				
Grants, Contracts, and Interagency Funds Transfer Agreement Renewal				
Commercial Space Center Definition and Selection				
Space Act Agreement				
Commercial Research Flight Planning				
Budget Formulation				
Budget Execution				

Appendix B, QMS Documentation Mapping to NASA HQ Products and Mission Requirements (Concl')

Quality Management System Documents	HQ Products			NPG 1000.3 Mission Rqmts
	Strategic Plan	Performance Plan	Budget	
Outreach Material Preparation				
HEDS Registration and Disposition Process for ISS Entrepreneurial Offers				
Human Exploration and Development of Space HEDS Flight Integration Requirements and Strategic Utilization Planning Process				
FY 2001 International Space Station Research Budget 506/506A Resource Development and Execution				
Earth Science--Code Y (1 Enter. Strat. Plan, 10 HOWIs)				
Enterprise Strategic Plan				
Develop Enterprise Strategy				
Plan Science Research				
Formulate and Approve Flight Mission				
Oversee and Evaluate Enterprise Program				
Solicit and Select Science, Applications, and Educational Investigations				
Formulate the ESE Budget				
Advocate the ESE Budget				
Execute the ESE Budget				
Formulate Technology Development Program				
Conduct Peer Review				
Obtain Approval for Release of Solicitation Instrument				
Approve ESE Office Work Instructions				
Policy and Plans--Code Z (1 FLP, 7 HOWIs)				
Functional Leadership Plan				
Preparation of Agency Strategic Plan	HQ Product Owner			
Advisory Committee Charters and Reporting				
NASA Advisory Council Staff				
Policy Development				
Management of the NASA Historical Reference Collection				
NASA Historical Publications				
Aeronautics and Space Report of the President				
Totals				
Enterprise Strategic Plans: 5				
Functional Leadership Plans: 16				
QMS Manual: 1				
HCPs: 5				
HOWIs: 210				